

ADS-2-2-88



FBIS 1528-88
19 October 1988

MEMORANDUM FOR: C/ID/CSG/OIT
C/OIT/EG/CED

ATTENTION:
FROM:

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Chief, Administrative Staff, FBIS

SUBJECT: Outstanding FBIS Telephone Work

REFERENCE: FBIS memo, same subject FBIS 1415-88, dtd 1 April 1988

1. This is the seventh in a series of monthly memoranda tracking the status of our outstanding telephone requests. We hope these memos will assist you, Communications Engineering Division and Contel in completing the work we have requested in a timely fashion.

2. Outstanding FBIS priority work, please upgrade as necessary. This FBIS work is to be initiated prior to other FBIS requests and in the sequence shown.

a. 27 Apr 88, request #09746, Rooms 2S46A, 2S46B, and 3S18.
Reconfiguration of MicroVax Circuits to Dial-up Mode,

DATA TERMINAL			MICROVAX			
	Jack Number	Telephone Extension	Room Number	Jack Number	Telephone Extension	Room Number
1.	BS2-023		2S46B	N/A		3N18
2.	BS2-036		2S46A	N/A		"
3.	BS3-130		3S18	N/A		"
4.	BS3-125		"	N/A		"

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b. Telephones in 3S18. This telephone request was cancelled but resubmitted as following:

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SUBJECT: Outstanding FBIS Telephone Work

Request M01135 - A combination of former request M00896,
M00897, M00899, M00900.

3. The following are lists of outstanding work requests to the best of
FBIS knowledge.

<u>DD MO YR</u> <u>DATE</u>	<u>REQUEST #</u>	<u>ROOM #</u>
16-03-88	M00489	3N28G
10-03-88	M00494	2S49
01-04-87	M00579	1S18A
28-07-88	M01135	3S18
06-09-88	M01289	3N03
06-09-88	M01290	3N03
08-09-88	M01364	1S15
08-09-88	M01365	1S15
08-09-88	M01366	1S15
08-09-88	M01367	1S15
08-09-88	M01368	1S15
08-09-88	M01369	1S15
08-09-88	M01370	1S15
08-09-88	M01371	1S15
08-09-88	M01372	2S16
07-10-88	M01514	1S18
07-10-88	M01515	3N04
26-08-88	C24500	3N18
07-10-88	M01516	1S18
06-09-88	M01287	3N03
08-09-88	M01316	3N54
24-08-88	M01317	1N38
18-07-88	M01025	1S13
20-04-88	C24382	1S18
06-10-88	C24366	3N54
21-04-88	C06513	3S18
18-12-87	06540	All Groups CED
15-01-88	06507	3N54E FLASC
16-02-88	06503	3N54E FLASC
27-04-88	.09746	Various CED

4. Attempting to work with OIT to obtain the information listed above has pointed out the definite need for FBIS to have a functional system for tracking our telephone work requests. At the present time the OIT automated system is not meeting the needs of FBIS, for the following reasons:

a. The DS&T Staff should be eliminated from routing of the FBIS telephone work order system. This unnecessary stop has created a major delay in the completion of FBIS work requests. Chief, Administrative Staff, DS&T, [] has given the consent and authority for FBIS to work directly with OIT without DS&T Staff involvement.

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b. FBIS needs an accurate monthly listing of all outstanding work requests, requests pending, and requests completed. The present system does not allow for this information, leaving the office with incomplete records.

c. [] is listed in the current system as the ADP officer for telephone requests. He is not assigned to this staff, and it should be changed to [], in our Logistics Branch. This change is necessary to assure work orders are not submitted to OIT without FBIS Administrative Staff's approval.

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5. Please contact our Chief, Logistics Branch, [] extension [] or myself for any additional details or information on our inquiries. We appreciate your assistance.

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LOGS/AS/FBIS/DS&T []/18Oct88

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